



## PERSONNEL ADMINISTRATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	PERSONNEL ADMINISTRATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, March 9, 2010
<b>POSITION TITLE:</b>	Executive Project Director	<b>FINAL FILING DATE:</b>	Monday, March 22, 2010
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	03082010_2

### POSITION DESCRIPTION

Under the general direction of the Director, Department of Personnel Administration (DPA), and the Executive Officer, State Personnel Board (SPB), this position acts as the Executive Project Director for the HR Modernization Project (HR MOD). The incumbent provides general direction to the Deputy Project Directors.

The HR Modernization Project (HR Mod) is a comprehensive effort to reform California state civil service through streamlining, integrating and automating the current HR programs. The project will touch every employee in state civil service and redefine the future of civil service in state government. The scope of this project far exceeds the scope of any other department program.

The position is at the first organization level and is a key member of a team of project managers responsible for the successful development and implementation of the HR Modernization Project. The Project is so broad and complex that responsibilities must be divided among project managers who will each manage specific components of the project, with primary responsibility for the project's success resting with the Executive Project Director, HR Modernization Project.

The HR Modernization Project has been created to resolve a number of program and technical issues that negatively impact the State's ability to recruit, hire and retain a qualified and talented workforce. Specifically, coordinated activities of the project will: reduce the number of job classifications; allow departments to tailor job descriptions to meet individual program needs, reform State hiring, promotion and compensation practices and programs, expedite the hiring process; develop ready pools of qualified candidates; ensure that compensation is appropriate to enable both recruitment and retention of State employees; and enhance workforce planning, training and performance management.

Duties include, but are not limited to:

As Executive Project Director for the HR Modernization Project, incumbent and other staff, has responsibility for overseeing the operations of the Deputy Project Directors; promotes the vision for the project; provides leadership for the project; oversees the development of project deliverables; reports project achievements; financial condition and status; elevates issues to the HR Mod Advisory Committee, as well as the DPA Director and SPB Executive Officer; serves as a project spokesperson responsible for communicating project strategy, benefits, direction, issues and status; provides a centralized operation to coordinate and manage the project, its staff management methodologies; provides high level policy advice to the HR Modernization Project team, Director, DPA, Executive Officer, SPB, and Advisory Committee.

Directs the work of consultants and assigned staff involved in project activities that cross all project work teams. The infrastructure and enterprise-wide deliverables include the following: implement a change management program for HR modernization directed at state supervisors, managers and HR professionals; educate supervisors/managers and HR professionals about the new HR program and tools; develop audit requirements and tools for the new HR programs; develop statutory and regulatory changes required by HR modernization.

Represent the HR Mod Advisory Committee, Director, DPA, Executive Officer, SPB, within and outside the Project to develop cooperative working relationship with representatives from all levels of government, State employees, union representatives, and the Legislative and Executive branches of State government; performs other management and administrative duties as assigned.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific

knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Executive Project Director**, with the **PERSONNEL ADMINISTRATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

## **FILING INSTRUCTIONS**

Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

## **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

## **Applications must be submitted by the final filing date to:**

PERSONNEL ADMINISTRATION, DEPARTMENT OF, Human Resources  
1515 S Street Suite 400, Sacramento, CA 95811  
Janelle Walls | (916) 324-9143 | JanelleWalls@dpa.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PERSONNEL ADMINISTRATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>